

EMERGENCY PROCEDURES



BETHEL
UNIVERSITY

Life-threatening Emergencies: Call 911

All Emergencies: Call Security and Safety (651.638.6400)

Your Location:

Your Fire Evacuation Site:

Your Severe Weather Shelter:

Medical Emergency

In the event of a serious injury or life-threatening situation:

- Call 911 immediately.
- Call Security and Safety so they can direct emergency services to your location.
- Do not move the person unless his/her life is in danger in the existing location. Administer first aid/CPR. Make the person comfortable until emergency personnel arrive.

Tornado/Severe Weather

- When sirens or other notification occurs, move to a severe weather shelter area.
- Assist people with disabilities or special needs.
- Stay away from windows and skylights.
- Make sure all doors are closed and keep corridors clear of objects.
- Wait for the “all clear” to return to other campus areas.

Fire

- Activate the nearest fire alarm pull station.
- Evacuate the building, assisting people with disabilities or special needs.
- Close the doors as you leave.
- Call 911 and Security and Safety.

Power Outage

If a mechanical or utility failure creates an emergency situation, you should:

- Call 911 and Security and Safety.
- Activate the fire alarm if an immediate evacuation is necessary.
- Evacuate the area, assisting persons with disabilities or special needs.
- Notify emergency personnel if you have been exposed or have information about a hazardous material.
- Stay away from the building until an “all clear” is given.

Hazardous Materials

- Evacuate the building or area, assisting persons with disabilities or special needs.
- Call 911 and Security and Safety.
- Do NOT use light switches, cell phones, or anything else that could cause a spark.
- Do not reenter the building until an “all clear” is given.

Evacuation Information

- Call 911 and Security and Safety.
 - a. Describe the emergency (fire, medical, crime, etc.).
 - b. Give location of emergency and your phone number.
 - c. If possible, without endangering yourself, observe and report the situation. The observations you make may be crucial to responding emergency personnel.
 - d. Follow the appropriate emergency procedures as outlined.
- Calmly evacuate the building using the nearest exit.
- Assist persons with disabilities or special needs.
- Do not use elevators.
- Gather in the nearest parking lot.

Emergency Lockdown

There are a number of emergency situations where an evacuation of a building and/or office area is not advisable (e.g., in the event of a hostile intruder, hazardous release outside, terrorist attack outside the building). These threats may require lockdown procedures to be executed. DO NOT evacuate.

An emergency lockdown may be initiated by public address, Bethel Alert, or verbal instruction in each building. It is the responsibility of each person to be familiar with these procedures.

Lockdown procedures for when the threat is outside the building:

- Security and Safety will order and announce “Campus lockdown: There is a threat outside the building.”
- Bring all people inside the nearest building.
- Clear hallways, restrooms, and other rooms that cannot be secured.
- Pull shades. Keep away from windows.
- Do not leave the building until “all clear” is given.

Lockdown procedures for when the threat is inside the building:

- Security and Safety will order and announce “Campus lockdown: There is a threat inside the building.”
- Immediately direct all people into nearest classroom or secured space.
- Persons outside of the building SHOULD NOT enter the building.
- Lock classroom doors.
- Move away from windows and doors. Turn off lights.
- DO NOT respond to anyone at the door until an “all clear” is given.
- Gather in the nearest parking lot.

Suspicious Person

- Do not confront the person physically or block the person’s access to an exit.
- Call Security and Safety; provide as much information as possible about the person and his/her direction of travel.

Suspicious Object

- Do NOT touch or disturb the object.
- Calmly leave the area.
- Call Security and Safety.

Threat of Violence

- 1. GET OUT** Leave the area. If you can, call Security and Safety–notify of the threat.
 - 2. STAY OUT** Do not reenter the location of the threat to give assistance.
 - 3. HIDE OUT** If you cannot get out, hide under a desk or table–do not group with other people. Silence cell phones and do not talk to one another.
 - 4. KEEP OUT** Lock all doors, shut off lights and close blinds if possible.
 - 5. TAKE OUT** If you cannot do any of the above, only act with others to neutralize the threat–don’t try and take on someone by yourself!
- Follow all instructions from your Bethel Alert, or emergency personnel.
 - If you are not in the location of the threat, remain indoors or seek shelter in the nearest building.
 - Keep away from windows.
 - Comply with all orders from law enforcement officers.
 - Do not leave the building until “all clear” is given.

Please do not remove or cover this important information.